

INSTRUCTIONS FOR PETIT JURORS

Welcome to federal jury service for the United States District Court Northern District of Texas. You are here because you have received a FEDERAL SUMMONS to report to the District Court, Fort Worth Division.

JURY SELECTION - Your name was taken from the voter registration list or the licensed driver list in your county. Subsequently, you were mailed a qualification questionnaire form to complete and return to the court. After the Court determined that you were qualified to serve, you were summoned to serve a term of one month.

After you have completed the term, it is unlikely that you will be called again for a period of two years unless, by coincidence, your name is again drawn from either the voter registration list or the licensed driver list. If you are called again within 2 years of this term, you may be excused upon request.

JURY SERVICE - Your one month term of service begins the day you are instructed to begin calling the recorded message and continues through the first week of the following month, unless otherwise instructed by a Judge or the recorded message. The term of service is for the entire month and it is possible to be selected to serve on more than one trial.

REPORTING FOR SERVICE - Jury service may require early attendance in our Court and it is critical that you report on time. Any juror who fails to report for jury duty and who is not excused by the Court may be served a Show Cause order by the US Marshal's Office. Subsequently, those jurors will be required to show cause why they should not be held in contempt of the Jury Selection Act. Contempt penalties range from a fine of \$100.00 to three days imprisonment, or both.

PAYMENT - You are paid a \$40.00 attendance fee for each day you report for your assigned jury duty, whether or not you are actually selected to serve. You will also receive \$.31 per mile round trip from your home to the courthouse. In addition, if you drive, you will be reimbursed \$6.00 a day for parking. We do not reimburse you for bus fare.

The \$40.00 attendance fee must be reported as income for tax purposes if your yearly income is \$600.00 or more. The Jury Section will provide you with a Form 1099 if your attendance fee exceeds \$600.00. You must keep a record of the amount you receive as no tax has been withheld and no W-2 forms are provided. However, you do not need to report travel and parking reimbursements as income.

CHANGE OF ADDRESS, TELEPHONE NUMBER OR PLACE OF EMPLOYMENT - Jurors who have a change of address, phone number, or place of employment should submit their changes to the Jury Clerk as soon as possible. A current address is important for receiving your jury fee check (the Post Office will not forward checks). It is also important to keep a current phone number on file with the Jury Clerk so you may be contacted in the event the case settles, or there are problems with the recorded message.

ATTENDANCE CERTIFICATES - The Jury Clerk will give you an attendance certificate showing the date and length of time you served. You may need this certificate as proof of attendance for your employer or for your own records.

PROTECTION OF JURORS' EMPLOYMENT - In accordance with Title 28, United States Code, Section 1875, no employer shall discharge, threaten to discharge, intimidate, or coerce any permanent employee by reason of such employee's jury service, or the attendance or scheduled attendance in connection with such service, in any court of the United States.

We hope that you will find your term of jury service an interesting and rewarding experience. If you have any questions in connection with your service in this Court, feel free to ask the Jury Clerk.